

## Aircraft Maintenance

### CIVIL AIR PATROL AIRCRAFT MAINTENANCE MANAGEMENT

CAPR 66-1, 01 February 2000, is supplemented as follows:

1. RESPONSIBILITIES: Notwithstanding the authority of the Wing Commander, in Ohio the Director of Operations, DO, is responsible for the overall management of the corporate air fleet. The Air Operations Officer, DOO, is responsible for fleet utilization. Aircraft Maintenance Officer, DOM, is responsible for all aircraft maintenance. Group and Squadron Commanders (with corporate aircraft assigned) are responsible for ensuring that aircraft assigned to their unit are maintained in a safe and operable condition. They must provide proper supervision, adequate control, and management of CAP aircraft and protect the funds earmarked for aircraft payments, local organizational maintenance, and equipment upgrade in accordance with applicable CAP regulations and/or supplements thereto.

2d. A current member of the Ohio wing holding at least a private pilot certificate, may approve an aircraft for return to service after performing preventive maintenance IAW FARs and the memorandum from the National Commander (Attachment 4)

2f. All aircraft except gliders will be equipped with both a tachometer and "Hobbs Meter." The "Hobbs Meter" will be used to record total time, engine start/stop, for reporting all flight activities inclusive of aircraft hourly charges. The Tach time will be used for maintenance, inspection intervals, oil changes, etc. The aircraft time in service for corporate aircraft assigned to Ohio wing (except gliders) is operating time recorded on the tachometer. Aircraft utilization time will be recorded on the Hobbs meter. If a Hobbs meter is not installed or is inoperative, the utilization time will be calculated by adding 20% to the tach time.

3a. (Added). The Commander having operational control of a corporate aircraft will be responsible for ensuring the aircraft is not flown past the 100-hour mark without the 100 hours or annual inspection being accomplished. Waiver authority for flying over the 100-hour mark is either the Wing Commander or the Wing Aircraft Maintenance Officer.

3b. (Added). The Commander having operational control of a corporate aircraft shall be responsible for ensuring the

necessary licenses and certificates are displayed properly in the aircraft.

4. The Commander with operational control of the aircraft is responsible for ensuring inspections, the aircraft is flown a minimum of 200 hours annually, and organizational maintenance is performed on schedule. Wing Headquarters will control major maintenance (Centralized Maintenance Management Program); the unit will notify Wing of the need for maintenance on the monthly **Aircraft Utilization Summary Report (OWF 18) (Attachment A)**. Where an emergency exists advanced authorization must be obtained from either the Ohio Wing Commander, Vice Commander or Wing Maintenance Officer, before any work is started. Wing funds may not be expended for maintenance performed when this procedure has not been followed.

5a. (Added). Ohio Wing maintenance forms and records will be maintained in the following manner: **OWF 18** monthly *Aircraft Utilization Summary Report*. This report will be completed and sent to the Wing Headquarters, ATTN: DOO, within 10 days following the end of the month. Full Payment for the month reported will be submitted on time. Failure to send the report, habitual lateness of report and / or moneys is to be considered just cause for permanent movement of the aircraft, as determined by the Wing Commander. *Hobbs Engine Time by Mission Category* hours are to be broken down and *reported on OWF 18 as follows*:

*Non-Chargeable Hours* By mission

symbols on OWF 18. Includes A-1 through A-911, B-9, B-10, B11, B13, B-14, B18, B99, C14 through C911, and L-I

*Chargeable Hours* By mission symbols on OWF 18 includes all other mission symbols not listed in non-chargeable category above.

A copy of each OWF 18 report will be retained by the unit with attachments as stated in paragraph 5d of this supplement.

5b. (Added). *OWF 781 Ohio Wing Aircraft Flight Log* (Attachment G). Each corporate flight will be logged on the Ohio Wing Aircraft Flight Log. These forms, along with the CAPF 99, will be used to complete the monthly

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OPR: DOV

Distribution:

2 copies each unit

1 copy Ohio Wing/LO

1 copy Great Lakes Region/LO

1 copy each Ohio Wing director

1 copy Great Lakes Region/DA

1 copy National HQ

Aircraft Utilization Summary Report (OHWGF 18) and unit billing to individual members. All valid discrepancies will be noted on the monthly report to Wing Headquarters. The working copy of the OWF 781 shall be maintained in the aircraft log book, located in the aircraft, and changed on a monthly basis.

A copy of each OWF 18 report will be retained by the unit as stated in paragraph 5d of this supplement.

5c. (Added). *OWF 602 Ohio Wing Aircraft Maintenance / Data Summary* ("Clear Sheet") (Attachment H). Each corporate aircraft shall maintain an Ohio Wing Aircraft Maintenance / Data Summary as the first page in the aircraft log book. The OWF 602 summary shall be maintained and updated by the unit aircraft maintenance officer whenever maintenance is completed or new data is available. A copy of each OWF 602 summary will be retained by the unit as stated in paragraph 5d of this supplement.

5d. (Added). Aircraft Maintenance Records will be stored and maintained at a central location as designated by the Wing Commander.

11h. All corporate aircraft assigned to Ohio wing (except gliders) will be equipped with survival equipment in sufficient quantity for the entire crew. The weight of the equipment should not exceed 30 pounds unless approved by the PIC. The following items shall be included in the survival kit:

- Survival manual
- Survival blanket
- Fire starter and waterproof container with strike anywhere matches
- Knife
- Signal mirror
- First aid kit
- Water
- Leatherman/Gerber-style multi-purpose tool
- Whistle
- Light marker or distress strobe
- Lensmatic compass

Other suggested items include:

- Light weight poncho
- Insect repellent
- Fish hooks and line
- Water purification tablets
- Leather work gloves
- 50 feet of 550 para-cord
- Water storage bags (5 quart or larger)
- Air Band radio
- Candles/chemical light sticks
- 6 high energy bars

- 2 day supply of MRE's
- Metal container or cup
- Trauma dressings
- Duct tape or electrical tape
- USCG certified and current life vests/raft

All crewmembers are encouraged to carry a personal survival kit to supplement the survival equipment on board the aircraft.

11i. Added. All corporate aircraft assigned to Ohio wing (except gliders) will be equipped with extra tie down ropes (IAW CAPR 66-1, 15b), auger style anchors, and chocks.

11j. Added. **Required Equipment.** All corporate aircraft assigned to Ohio wing (except gliders) will carry a minimum of two quarts of oil and the equipment required to add it. An approved window cleaner and application will also be carried on board the aircraft.

12d(2). Reimbursable maintenance performed without prior approval by Ohio wing/DOM and HQ CAP-USA/LGM which results in a denial of reimbursement will be the responsibility of the custodial unit.

14. Units with corporate aircraft will maintain complete financial records of all receipts and expenditures associated with the operation of the aircraft. Income, donations, or financial programs in support of the operation of a corporate aircraft are the responsibility of the unit operating the aircraft. Financial programs involving fund raising by the unit require Wing Commander Approval before implementation of the same.

14a(3). (Added). The hourly usage charge will be determined by the Aircraft Utilization Committee, (Consisting of the Wing Commander, Director of Operations, Unit Aircraft Managers, Wing Aircraft Maintenance Officer and Wing Finance Office) as outlined in CAPR 66-1, para; 14 (a) (b).

14b.(1) (Added.) See Attachment B for Flying Hour Charges for corporate aircraft. Attachment B is subject to 6 month review and will be reissued semi-annually on 1 **March and 1 September** to reflect the current status

15e. (Added.) Annual Tie-Down Certification Letter, Attachment C. Verifying that the annual inspection of all tie-down equipment and the serviceability of the same will be submitted to the Wing LGM by 10 July each year. Whenever an aircraft is relocated a new certification letter must be submitted within 30 days after relocation. Corporate Aircraft, which are hangered, are exempt from

this requirement. Failure to have current tie-down certification on file at Wing HQ will result in grounding of the aircraft by the Wing Commander until certification is received. Non-compliance is grounds for relocation of the aircraft.

15f. (Added). Units with **dedicated** hangers and/or **dedicated** outside tie-down are required to submit a real property survey report (CAPR 87-1 attachment 2) to Ohio Wing HQ NLT 1 December of each year.

18. (Added). Applicable Forms:

- a. Aircraft Utilization Summary Report (Attachment A)
- b. Flying Hour Charges (Attachment B)
- c. Annual Certification of Tie-Down Equipment Inspection (Attachment C)
- d. Ohio Wing Aircraft Log (Attachment G)
- e. Ohio Wing Aircraft Maintenance / Data Summary (Attachment H)

19. (Added). Other Applicable Forms:

- a. Request for Corporate Aircraft (Attachment D)
- b. Aircraft Fund Evaluation (Attachment E)
- c. Corporate Aircraft Contract (Attachment F)

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